



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention

CPM  
18

# Best practices for CPM engagement

**CPM-18 Orientation session**



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention

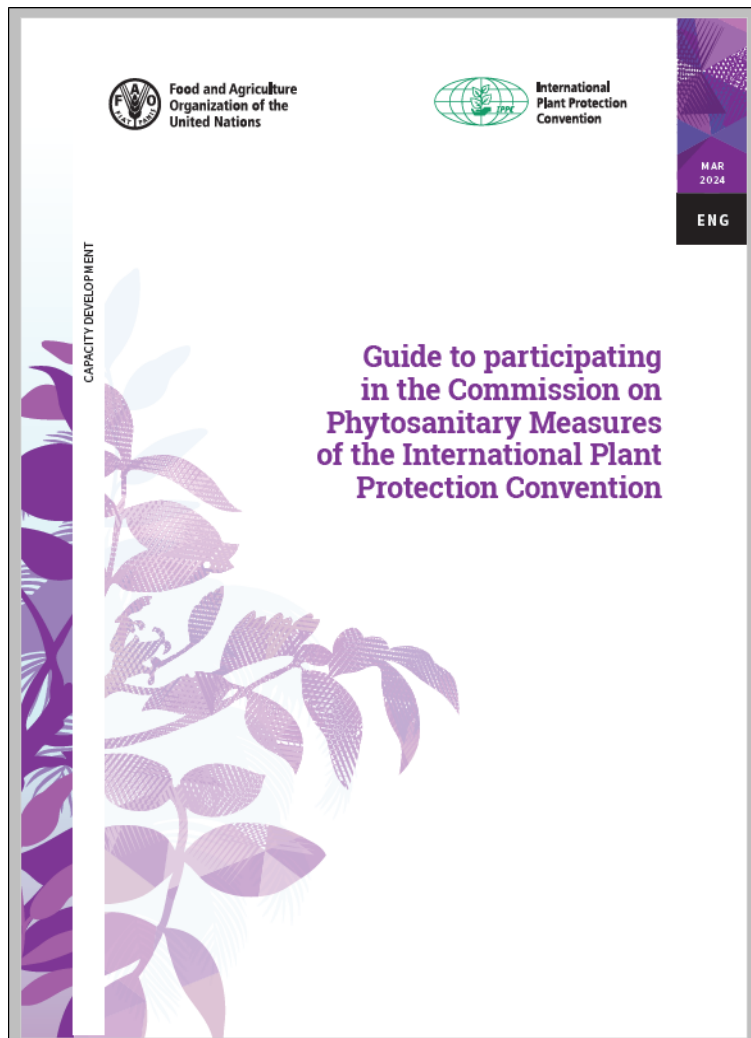


CPM  
18



## Outline

1. Introduction to CPM
2. Participating in CPM meetings
3. Following up after CPM



**Section I: Introduction to the International Plant Protection Convention and its governance** ..... 1

International Plant Protection Convention ..... 3

Governance of the International Plant Protection Convention ..... 5

**Section II: Participating in meetings of the Commission on Phytosanitary Measures** .....7

Who may attend CPM meetings? ..... 9

How do CPM meetings operate and how are they structured? ..... 10

Best practices for CPM Engagement ..... 12

**Stage 1: Preparing to participate in a CPM meeting** ..... 14

Step 1: Selecting delegates to attend the CPM meeting ..... 14

Step 2: Registering for the CPM meeting and obtaining credentials ..... 15

Step 3: Travel and logistics ..... 16

Step 4: Reviewing the agenda and other CPM documents ..... 18

Step 5: Consulting with national and regional stakeholders ..... 18

Step 6: Strategizing in preparation for the CPM meeting ..... 20

Step 7: Arranging meetings on the margins of the CPM meeting ..... 21

**Stage 2: Participating in the CPM meeting** ..... 22

Step 1: Orientation to FAO headquarters ..... 22

Step 2: Optimizing your participation in the CPM meeting ..... 22

Step 3: When and how to make interventions ..... 23

Step 4: Participating in Friends of the Chair meetings ..... 25

Step 5: Preparing the draft CPM report ..... 26

Step 6: Reviewing the draft CPM report ..... 27

Step 7: Adoption of the CPM report ..... 27

**Stage 3: Follow-up and disseminating the results of the CPM meeting** ..... 28

Step 1: Sharing the outcomes from the CPM meeting ..... 28

Step 2: Following up on CPM commitments ..... 28

Step 3: Remaining up-to-date on IPPC activities ..... 28

Step 4: Planning for future CPM meetings ..... 28

**Bibliography, definitions and appendices** .....31



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention



CPM  
18



## 1. Introduction to CPM

- What are the main objectives of CPM?
- Who may attend CPM meetings?
- How are CPM meetings structured?
- What are some highlights of the CPM-18 agenda?





Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention



CPM  
18



## Commission on Phytosanitary Measures (CPM)

- Global forum for adopting international standards and recommendations;
  - Assists countries with implementation and capacity development;
  - Discusses key phytosanitary issues; and
  - Takes decisions on strategic planning and the CPM work programme.
- ✓ Effective participation is crucial for all contracting parties.





## Who may attend CPM meetings?

- All contracting parties are members of the CPM
- Each contracting party may designate one representative or head of delegation to participate in the meeting.
- This person may be accompanied by one or more alternates, experts and advisers.
- Alternates, experts and advisers only have the right to vote if they are substituting for the head of delegation.

### Observers may include representatives from:

- ✓ Observer countries (FAO member countries that are not contracting parties);
- ✓ Regional plant protection organizations;
- ✓ United Nations organizations;
- ✓ Intergovernmental organizations;
- ✓ Non-state actors, which may be:
  - academia and research
  - private-sector organizations, or
  - civil-society organizations.



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention



CPM  
18



## CPM chairperson

### Key responsibilities include:

- ✓ Opening and closing each plenary;
- ✓ Ensuring rules of procedure are followed;
- ✓ Directing discussions;
- ✓ According the right to speak;
- ✓ Announcing decisions; and
- ✓ Controlling the overall proceedings.



FAO/Lorenzo Monteros



## How are CPM meetings structured?

- Opening of the meeting
- Keynote addresses
- Adoption of the agenda
- Election of rapporteurs
- Reports from the CPM chairperson, the IPPC Secretariat, the SPG, SC and IC
- Adoption of ISPMs and CPM-Recommendations
- Review implementation of the IPPC Strategic Framework
- Update from Focus Groups
- Update on implementation and capacity development
- Report from the Technical Consultation among Regional Plant Protection Organizations (TC-PPPO)
- Other emerging topics
- Financial report and budget
- Update on external cooperation
- Membership of CPM-Bureau, SC and IC
- Review and adopt the CPM meeting report
- Closing of the meeting





Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention



CPM  
18



## 2. Participating in CPM meetings

- Optimize your participation in CPM meetings
- When and how to make interventions
- Friends of the Chair meetings
- Drafting the CPM report
- Reviewing and adopting the CPM report





## Optimize your participation in the CPM meeting

- ✓ Attend the CPM-orientation session on Monday morning;
- ✓ Consult the IPPC Guide to participating in CPM;
- ✓ Download the CPM-18 event app onto your phone or tablet;
- ✓ Review the agenda and other CPM documents.
- ✓ Participate in all plenary sessions;
- ✓ Plan which side sessions and other meetings you will attend.

### Appendix 1. Checklist for CPM participants

#### STAGE 1: Preparing to participate in a CPM meeting

- **Step 1: Select delegates to attend the CPM meeting**
  - Who will attend?
  - Seek support from diplomatic representatives to the FAO based in Rome
- **Step 2: Register for the CPM meeting and obtain credentials**
  - Verify your contact information on the International Phytosanitary Portal
  - Contact the IPPC Secretariat to confirm attendance
  - Register and obtain credentials for the CPM meeting
- **Step 3: Travel and logistics**
  - Seek national approval for travel and associated expenses
  - Apply to the IPPC Secretariat for financial assistance to support attendance at the CPM meeting (if eligible)
  - Verify that your passport is valid for at least six months after your intended date of departure from the Schengen area
  - Secure a visa and other required travel documents
  - Book accommodation
  - Review local information about Rome and FAO headquarters
- **Step 4: Review the agenda and other CPM documents**
  - Download copies of the agenda and other CPM documents from the International Phytosanitary Portal
- **Step 5: Consult with national and regional stakeholders**
  - Review CPM papers
  - Coordinate document review and internal consultation
  - Consult with national stakeholders
  - Consult with regional stakeholders
- **Step 6: Strategize in preparation for the CPM meeting**
  - Develop positions and prepare any information papers
  - Prepare interventions
  - Gather the information and materials needed for the CPM meeting
  - Bring a computer or tablet and a mobile phone – all devices should have internet connectivity
- **Step 7: Arrange meetings on the margins of the CPM meeting**
  - Consider whether to plan or attend any meetings on the margins of the CPM meeting

#### STAGE 2: Participating in the CPM meeting

- **Step 1: Orientation to FAO headquarters**
  - Present your passport or identity card to FAO security and collect your security pass
  - Find the Plenary Hall, other meeting rooms and any required services
- **Step 2: Optimize your participation in the CPM meeting**
  - Attend the CPM-orientation session on Monday morning
  - Attend all plenary sessions
  - Take note of key discussions and decisions
  - Plan which side sessions and other meetings you will attend



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention



CPM  
18




## Download the CPM-18 event app!




**Cvent Events**  
Cvent

GET


**Need help? Contact Paola at**  
[paola.sentinelli@fao.org](mailto:paola.sentinelli@fao.org)

-  Registration desk


---

-  Document desk


---

-  Agenda


---

-  CPM Documents


---

-  WiFi coverage


---

-  FLOOR PLAN


---

-  IPPC website

---

-  Local Info

---

-  Rome Guide

---



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention



CPM  
18



## CPM-18 side sessions & meetings in the Red Room (A121)



**E-commerce**  
**Tuesday 13:00-14:45**



**Banana TR4**  
**Wednesday 13:00-14:45**



**2024 IPPC Regional Workshops**  
**Thursday 13:00-14:15**



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention



**CPM  
18**



<b>Type of CPM document</b>	<b>Content</b>	<b>Original paper</b>	<b>Revision</b>
<b>Decision documents</b>	Papers that invite CPM to take a decision such as to adopt an ISPM, note a report or take other actions.	CPM2024/04	CPM 2024/04_Rev1
<b>Information papers (INF)</b>	INF papers never contain decisions. These papers usually provide background information on an activity or programme. They may be submitted by CPs or organizations	CPM 2024/INF/03	CPM 2024/INF/03_Rev1
<b>Conference room papers (CRP)</b>	CRP papers are posted after the CPM meeting begins, at the discretion of the CPM chair. They may be either for information or for decision.	CPM 2024/CRP/02	CPM 2024/CRP/02_Rev1



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention



CPM  
18



## How to make an intervention

1. The delegate uses the desktop console to signal that they wish to make an intervention.
2. The delegate waits for the chairperson to give them the floor.
3. The microphone will be turned on automatically after the chairperson has identified the delegate to speak.
4. The delegate should speak clearly to facilitate interpretation to the other FAO languages.





## Making effective interventions

1. What language will allow me to express my thoughts?
2. Are my key points clear?
3. Is this the right time?
4. How can my intervention offer support without repeating what has already been stated?



## Friends of the Chair (FOC) meetings

- Convened by the chairperson during CPM plenary.
- Used to help resolve an issue that may have reached an impasse in the plenary.
- The chairperson invites a smaller group of contracting parties to meet outside the plenary to find a way forward.
- Regional plant protection organizations are often invited to FOC meetings.
- Other parties may exceptionally be invited by the chairperson, on a case-by-case basis.
- Results of FOC meetings are reported to the chairperson and shared with the CPM.





Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention

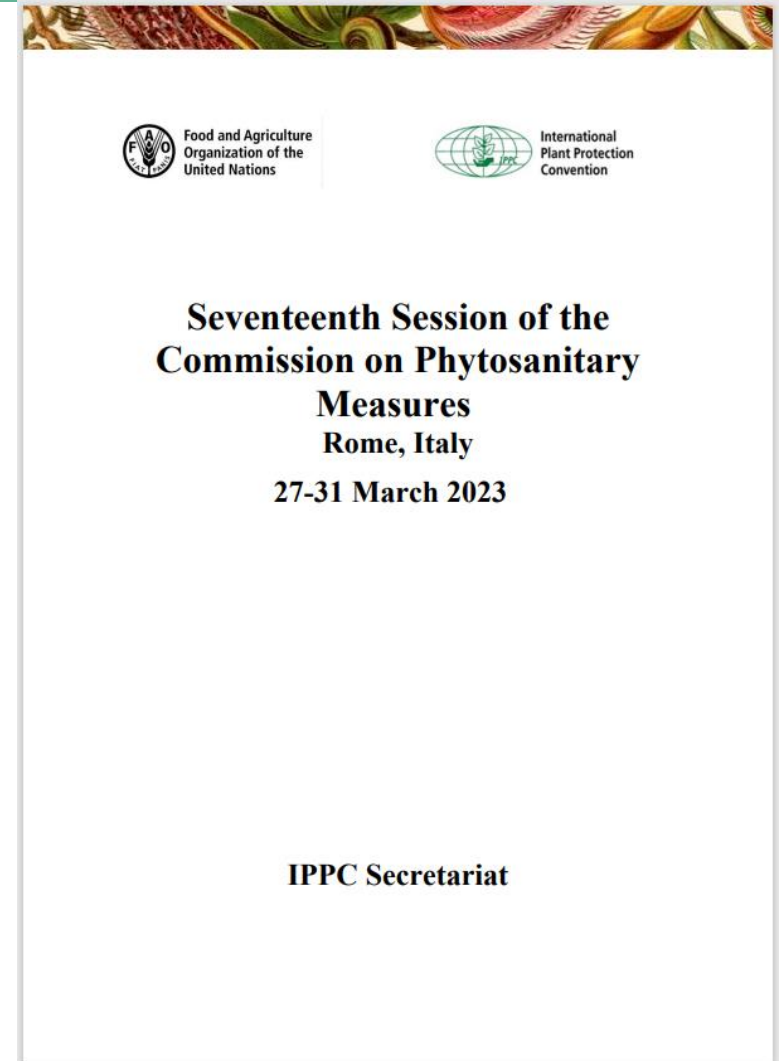


CPM  
18

## Rapporteurs and drafting the CPM report

### The main functions of the rapporteur are to:

- Ensure that the draft report prepared by the IPPC Secretariat is an accurate record;
- Assist the secretariat in reviewing and finalizing the draft report;
- Clear the draft report before it is presented to the CPM;
- Help to clarify points of doubt that arise during CPM review and adoption of the report; and
- Review editorial amendments to the adopted report after CPM.





## Reviewing the CPM report

- ✓ As per the CPM rules of procedure, CPM must approve the meeting report before closing the meeting.
- ✓ The draft CPM report will be available electronically in all FAO languages on Friday morning. **No paper copies!**
- ✓ All CPM participants should review the draft report carefully, identify any paragraphs for which an intervention may be necessary and prepare their written interventions.
- ✓ It is important to make concrete suggestions on how to improve the text.
- ✓ It is not necessary to identify typographical or translation errors.



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention



CPM  
18

## Adopting the CPM report

- The CPM report will be adopted during the final session of the CPM meeting on Friday afternoon.
- The CPM chairperson will go through the report paragraph by paragraph.
- If a delegate wishes to make an intervention it is important to be prepared to request the floor at the appropriate time in the review session.
- The adopted CPM report and ISPMs will be edited and then published on the IPP in all FAO languages within 8 weeks of CPM.



### 3. Following up after CPM

- ✓ Share the outcomes from CPM
- ✓ Remain up-to-date on IPPC activities
- ✓ Participate in IPPC events
- ✓ Plan for future CPM meetings

CPM meeting

- Report is adopted by CPM on last day of CPM meeting

8 weeks  
after CPM meeting

- Adopted CPM report is published on IPP in all FAO languages

8 weeks  
after CPM meeting

- Adopted ISPMs are published on IPP in all FAO languages



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention



CPM  
18



## Following-up after CPM

- ✓ Review your participation in this CPM meeting;
- ✓ Identify opportunities to improve engagement in the next CPM meeting;
- ✓ Share key CPM outcomes with relevant NPPO staff, national stakeholders, and other government departments and ministries.
- ✓ Follow-up on any commitments made during CPM (e.g., if your NPPO offered to host an IPPC working group or technical panel meeting).





# Example of a calendar of annual IPPC meetings and events





Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention



CPM  
18

## Preparing for future CPM meetings

- ✓ Participate actively in regional workshops;
- ✓ Submit comments during IPPC consultations;
- ✓ Participate in the Strategic Planning Group (SPG) meeting or read the reports;
- ✓ Read reports from CPM Bureau, SC and IC meetings;
- ✓ Propose topics for CPM side sessions or the next CPM agenda; and
- ✓ Consult national and regional stakeholders prior to CPM.

### Stage 1.

#### Preparing to participate in a CPM meeting

1. selecting delegates to attend the CPM meeting;
2. registering for the CPM meeting and obtaining credentials;
3. arranging travel and logistics;
4. reviewing the agenda and other CPM documents;
5. consulting with national and regional stakeholders;
6. strategizing in preparation for the CPM meeting; and
7. arranging meetings on the margins of the CPM meeting.



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention



CPM  
18



## Remaining up-to-date on IPPC activities

- IPPC official contact points and IPP editors should ensure that their country information remains up-to-date.
- Subscribe to receive IPPC news and announcements.
- Share the IPPC newsletter with your networks.
- All contracting parties are also encouraged to:
  - Participate actively in IPPC events;
  - Respond to IPPC calls for nominations, case studies, etc.
  - Propose topics for standards and implementation (Call for Topics 2025);







Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention

**CPM  
18**

**Thank you**

**IPPC Secretariat**

Food and Agriculture Organization  
of the United Nations (FAO)

[ippc@fao.org](mailto:ippc@fao.org) | [www.ippc.int](http://www.ippc.int)